

# Privacy Notice (How we use your information)

## Everybody Active

Everybody Active Team works with internal and external partners to help more people to be more active, more often across Kirklees. We support community groups and sports clubs (and other partners) to provide sustainable provision within local communities to help reduce health inequalities and achieve wider outcomes such as improving mental health, social isolation, community connection etc.

We do this working across 5 key themes, these are;

- Children and Young People
- Places and Communities
- Urban and Environmental Design
- Workplaces
- Communications

## The categories of information that we collect, process, hold and share include:

- Personal characteristics
  - Name
  - Gender
  - DOB
  - Post and email address
- Special Category data
  - Ethnicity
  - Sexual orientation
  - Health conditions

## Why we collect and hold this information

We use this personal data in order to:

- Support and develop the sport and physical activity network
- Provide support for clubs and community groups
- Provide and update our volunteer workforce
- Evaluate and improve our performance.
- Derive statistics which inform decisions about future delivery of services.

## The lawful basis on which we use this information

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

6(a) Your consent. Most personal data will be collected under public task as we need it to provide this service to you. However, we will ask you some additional questions and you can choose whether or not to answer them (we will only collect this information with your consent). If you choose to give us this information and then change your mind, you can withdraw your consent for us to hold this information by emailing; [everybody.active@kirklees.gov.uk](mailto:everybody.active@kirklees.gov.uk)

6(e) We need it to perform a public task.

These legal bases are underpinned by acts of legislation that dictate what actions can and should be taken by local authorities. This includes, but may not be limited to:

- Health and Social Care Act 2015
- Children's Act 1989

In order to do this work, we also need to collect some special category data.

This is personal data that needs more protection because it is sensitive. Under Article 9 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing special category information are:

9(a) Your explicit consent. You are able to remove your consent at any time. You can do this by contacting: [everybody.active@kirklees.gov.uk](mailto:everybody.active@kirklees.gov.uk)

9(g) Reasons of substantial public interest (with a basis in law)

## How we store your personal information

Your information is safely stored on Kirklees Council's secure network drives.

We keep your personal information and information about the support that has been provided in case of queries for:

- 6 years for groups data where support has been provided
- 7 years for any financial data relating to Everybody Active
- 1 year for any participant data linking to Everybody Active

After this time period we will then dispose your information by automatic electronic file deletion.

## Who we may share your information with

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

- To safeguard vulnerable children and adults.
- To identify and encourage good practice.

We may share this information with:

- Other services within Kirklees Council
- External organisations connected to the understanding and insight around your community and your physical activity behaviours who we anonymously report to

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

## Your data protection rights

Under data protection law, you have a number of rights, including the right to have your records rectified and the right to ask for access to all the information the Council holds about you. These rights are listed in more detail on [Kirklees Council's data protection rights page](#)

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [Data.protection@kirklees.gov.uk](mailto:Data.protection@kirklees.gov.uk) if you wish to make a request.

## Further information

If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact: [Community.plus@kirklees.gov.uk](mailto:Community.plus@kirklees.gov.uk)

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at [DPO@kirklees.gov.uk](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.



You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the ['Contact us' page on their website](#), or by ringing 0303 123 1113.